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**Accessibility Advisory Committee
AAC#01-17**

**Wednesday, May 3, 2017
2:00 p.m.**

Minutes

A meeting of the Accessibility Advisory Committee was held on Wednesday, May 3, 2017 at 2:07 p.m. in Council Chambers with the following members of the Committee in attendance:

George Tannous (Vice Chair)
Regional and Local Councillor Spatafora
Marion Menezes
Marisol Pestana
Simon Waldman

Regrets:
Lilian Hulme-Smith (Chair)
Jenny Clement
Rosanna Giannasca
Manfred Segall

Staff:
G. Hunt, Project Manager, Parks and Open Space Design
L. Sampogna, Council/Committee Clerk

Adoption of Agenda

Moved by: Regional and Local Councillor Spatafora

That the agenda be adopted as distributed by the Clerk.

Carried

Disclosures of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest by members of the Committee under the *Municipal Conflict of Interest Act*.

Minutes of Previous Meeting(s)

1. Minutes – Accessibility Advisory Committee meeting AAC#05-16 of November 30, 2016

Moved by: M. Menezes

That the minutes of the Accessibility Advisory Committee meeting AAC#05-16 held on November 30, 2016, be adopted.

Carried

Scheduled Business

2. Overview of the Sign Standard in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)*

This presentation was deferred to the next Accessibility Advisory Committee meeting.

3. Update regarding Proposed Accessible Parking for the David Hamilton Park Reconstruction Project - Presentation by Geoff Hunt, Manager, Parks and Open Space Design

Geoff Hunt Manager, Parks and Open Space Design, provided an update regarding the proposed accessible parking for the David Hamilton Park Reconstruction project. He advised that 4 accessible parking spaces was the minimum requirement according to the AODA and confirmed the Town had exceeded the minimum allowance by allocating a total of 5 accessible parking spaces for the project.

Moved by: Regional and Local Councillor Spatafora

That the presentation by Geoff Hunt, Manager, Parks and Open Space Design, regarding an update on the proposed accessible parking for the David Hamilton Park Reconstruction Project, be received.

Carried

G. Tannous, Vice Chair, transferred the chair to Regional and Local Councillor Spatafora

4. Lake Wilcox Youth Area - Presentation by Geoff Hunt, Manager, Parks and Open Space Design

Geoff Hunt, Manager of Parks and Open Space Design, provided an overview of the proposed Lake Wilcox youth area and noted the area was specifically designed for the youth demographic ages 13 to 18. He reviewed the park location, plan views, and highlighted details for the 4 beach volleyball courts and access points, skateboard area and design, adventure play equipment area, 2 multi-use court spaces that would provide for basketball, ball hockey and futsal activities, park screens, seating areas, umbrellas and shelter area, surface materials, and slopes. G. Hunt reviewed the guidelines used to design parks which conform with accessibility requirements.

Members of Committee inquired about the types of surface materials used throughout the project including pathway surface material used from the Community Centre to the youth area; signage at entrances and throughout the park; whether the stormwater management area walkway was accessible or if a barrier would be in place; surface transitions from pathways to multi-use courts, skateboard park access for persons with a mobility device; and whether youths with different abilities were consulted for input in the park design. Discussion ensued regarding the location of the washroom area and whether accessible portable washroom facilities were provided in the park. Members inquired about the distance of the accessible parking spaces to the park and if a poop and scoop area would be available for guide dogs.

Committee members confirmed their approval of the accessibility features for the Lake Wilcox Youth Area as outlined by staff.

Moved by: S. Waldman

That the presentation by Geoff Hunt, Manager, Parks and Open Space Design, regarding the proposed accessible features for Lake Wilcox Youth Area, be received.

Carried

Date of Next Meeting

The next meeting of the Accessibility Advisory Committee will be held on June 28, 2017, at 2:00 p.m. in the Council Chambers.

Adjournment

Moved by: S. Waldman

That the meeting be adjourned.

Carried

The meeting was adjourned at 2:43 p.m.



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ACCESSIBILITY ADVISORY COMMITTEE AAC#02-17

Wednesday, June 28, 2017
2:00 p.m.

MEETING NOTES

A meeting of the Accessibility Advisory Committee was held on Wednesday, June 28, 2017 at 2:15 p.m. in Council Chambers with the following members of the Committee in attendance:

Lilian Hulme-Smith (Chair)
George Tannous (Vice Chair)
Regional and Local Councillor Spatafora

Regrets:

Jenny Clement
Rosanna Giannasca
Marion Menezes
Manfred Segall
Marisol Pestana
Simon Waldman

Staff:

L. Sampogna, Council/Committee Coordinator

E. Forsyth, Accessibility Consultant, was also in attendance at the invitation of the Committee.

A general discussion and update was held as there was no quorum at the meeting.

SCHEDULED BUSINESS

2. Overview of the Sign Standard in compliance with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

Edie Forsyth, Accessibility Consultant, provided an overview of the Sign Standard in compliance with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*. She outlined the various signage guidelines in Ontario including the *Ontario Highway Traffic Act*, Ontario Traffic Manual for regulatory signs and warning signs, Ministry of Transportation, and the Town of Richmond Hill Sign By-law. She reviewed the Public Spaces Standard of the AODA, highlighting the requirement for signs at entrances of recreational trails to provide details on the location of amenities such as rest areas, drinking fountains, and garbage and washrooms. E. Forsyth explained that clear

signage must contain tonal contrast, sans serif font and consideration be given to upper and lower case letters.

Discussion ensued regarding the importance of outlining trail details on signage, whether the trail sign could include the average grade being listed in percentage form, and whether any consideration had been given to including tactile or braille for those with vision impairments.

3. Presentation by Edie Forsyth, Accessibility Consultant regarding the 2016 Status Report for the Richmond Hill Accessibility Plan

Edie Forsyth, Accessibility Consultant, provided an overview of the 2016 Status Report for the Richmond Hill Accessibility Plan. She highlighted the Town's 10 obligations under the *Accessibility for Ontarians Disabilities Act* and what the Town has committed to as part of the 2013-2017 five year plan. She reviewed the 2016 accomplishments which included customer service training, alternative formats and communication supports, and Richmond Hill public fire and life safety presentations and programs. She advised Richmond Hill has four Public Libraries and outlined the resources and equipment available, noting the new Oak Ridges Library has state of the art accessibility features approved by the Accessibility Advisory Committee. E. Forsyth reviewed the accommodation plan as part of the Employment Standard, highlighted the Accessible Built Environment Initiatives for nine parks and five trails, and provided a status update for 2017.

Members of Committee enquired whether data was collected to the number of employees accommodated with a disability. E. Forsyth advised that there was no mandate to collect this type of data.

DATE OF NEXT MEETING

The next meeting of the Accessibility Advisory Committee will be held on October 4, 2017, at 2:00 p.m. in the Council Chambers.

ADJOURNMENT

The meeting was adjourned at 2:42 p.m.



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ACCESSIBILITY ADVISORY COMMITTEE AAC#03-17

**Wednesday, October 18, 2017
2:00 p.m.**

MEETING NOTES

A meeting of the Accessibility Advisory Committee was held on Wednesday, October 18, 2017 at 2:15 p.m. in Council Chambers with the following members of the Committee in attendance:

George Tannous (Vice Chair)
Rosanna Giannasca
Marisol Pestana
Simon Waldman

Regrets:

Lilian Hulme-Smith (Chair)
Regional and Local Councillor Spatafora
Jenny Clement
Marion Menezes
Manfred Segall

Staff:

G. Hunt, Manager, Parks, Design and Construction
L. Sampogna, Council/Committee Coordinator

E. Forsyth, Accessibility Consultant, was also in attendance at the invitation of the Committee.

A general discussion and update was held as there was no quorum at the meeting.

SCHEDULED BUSINESS

3. Update regarding the Proposed Accessibility Design for Westview Parkette and Kings College Park - Presentation by Geoff Hunt, Manager of Parks Design and Construction

Geoff Hunt, Manager of Parks Design and Construction, provided an overview of the proposed design for the Westview Parkette revitalization project. He highlighted the park location, theme, pathways, surfaces, and noted the park connection between Westview Parkette to Morgan Boyle Park. G. Hunt reviewed the interpretive park sign, accessible play area features noting the project was compliant with the Accessibility for Ontarians with Disabilities Act (AODA) and meets the Canadian Standards Association (CSA), Annex H Guideline. G. Hunt

advised that the proposed construction date for the park revitalization was targeted for 2018.

Members of Committee inquired about grading in areas, type of landscaping and whether a water fountain and washrooms would be included in the revitalization project.

Geoff Hunt, Manager of Parks Design and Construction, provided an overview of the proposed Kings College Park revitalization project. He reviewed the park location, theme, concept plan, highlighting planting selections, pathways, surfaces and seating areas throughout the park. He advised the park included a junior and senior play area, and reviewed the play equipment, 2 basketball courts, 2 pickleball/badminton courts, noting the project was compliant with the Accessibility for Ontarians with Disabilities Act (AODA), and met with the Canadian Standards Association (CSA), Annex H Guideline. G. Hunt advised the proposed construction date for the park revitalization project was planned for 2019.

Members of Committee inquired about the type of surface material used on the play areas and pathways, lighting on pathways and play areas, and whether washrooms would be incorporated into the park project.

4. New Multi-Year Accessibility Plan 2018-2022 - Presentation by Edie Forsyth, Accessibility Consultant

Edie Forsyth, Accessibility Consultant, made a presentation regarding the creation of a new Multi-Year Accessibility Plan (MYAP). She reviewed the 2013 to 2017 Plan noting the Town had met and over-achieved its goals and strategies, and outlined the next steps to creating a new MYAP and suggested preparing a 7 year MYAP (to 2025) to align with the AODA. She advised a MYAP was a roadmap that described how the Town would continue to prevent and remove accessibility barriers, noting the new plan would build on the Town's accomplishments. E. Forsyth provided an in depth review of the essential necessities that require adherence when preparing a MYAP including: Town's Strategic Plan, Economic Development Strategy, and AODA legislation. She reviewed the category goal setting areas for a new MYAP: Customer Service Standard, Integrated Accessibility Standards Regulation, Employment Standard, Information and Communications Standard, and Public Spaces Standard (for new build forward basis or major renovations). E. Forsyth concluded the presentation by having an open discussion with Members of Committee to identify initiatives that could be introduced or improved on, including the IT Strategy and Regional Centre for business support and innovation for the new Plan.

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Members of Committee provided feedback on the following categories for the new MYAP:

Customer Service Standard:

- To extend opportunities to persons with disabilities in participating on Town Committees by advertising the opportunities in the local newspaper

Integrated Accessibility Standards Regulation:

- To be leaders and introduce accessible housing
- Town to enforce and dedicate a certain amount of proposed development to be accessible
- Educate developers to include accessible features on new developments, for example offering lever door handles and wider doorways as a standard feature

Employment Standard:

- Ensure employment accommodation is clearly stated on the Town's website
- To be forwarded to Human Resources Division for input

Information and Communications Standard:

- To streamline the purchase of animal licenses to a one-stop-shop rather than visiting multiple floors

Public Spaces Standard:

- No comments

DATE OF NEXT MEETING

The next meeting of the Accessibility Advisory Committee will be held on November 29, 2017, at 2:00 p.m. in the Council Chambers.

ADJOURNMENT

The meeting was adjourned at 3:52 p.m.